

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13**  
**11900 Cypress North Houston Rd.**  
**Cypress, Texas 77429-5948**  
**Phone 281 894-0151 • Fax 281 894-4828**

TO: THE BOARD OF COMMISSIONERS OF HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13 OF HARRIS COUNTY, TEXAS, AND TO ALL OTHER INTERESTED PERSONS.

Notice is hereby given that the Board of Commissioners of Emergency Services District No. 13 of Harris County, Texas, will a regular Board Meeting on JUNE 25, 2018, at 7:30 p.m. at 11900 Cypress North Houston, Cypress, Texas, open to the public, inside the boundaries of the district, to consider and act upon the following matters.

AGENDA

ATTACHED

ADJOURN



A handwritten signature in blue ink, appearing to read "Scott A. Johnson", is written over a horizontal line.

Scott A. Johnson  
Secretary/Treasurer

NOTICE OF MEETING

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13**  
**11900 Cypress North Houston**  
**Cypress, Texas 77429-5948**  
**281 894-0151**

**MEETING AGENDA**

**Monday, June 25, 2018, 7:30 P.M.**

Call to Order

Information Items:

- A. Fire Department Report
- B. Staff Report/Transmittal of 2017 Audit and Treasurer's bond to Commissioners Court
- C. Treasurer Report
- D. Public Comment

Time will be limited to 3 minutes for a speaker whose subject matter does not relate to an identifiable item of business on this agenda.

A speaker whose subject matter relates to an identifiable item of business on this agenda must begin by stating which agenda item is relevant and will receive an additional 2 minutes for a total of 5 minutes.

- E. Any additional business that may come before the Board.

Action Items:

- I. To review and approve certificates of election for May 5, 2018.
- II. To administer oaths to newly elected/re-elected District Commissioners.
- III. To review officer board positions and elect officers to new or current positions.
- IV. To review, discuss, and take action on HCESD13 2017 Audit Report as prepared by Breedlove & Co., P.C. and authorize payment of their invoice as submitted for services.
- V. Review and discuss the District's Preliminary Report of Appraised & Taxable Values for 2018 and authorize counsel to prepare and publish Effective Tax Rate Notice as soon as certified rolls are available.
- VI. To review, discuss and approve Department's purchase of gear.
- VII. To review, discuss and approve Department's purchase of furniture for Station 22 and Station 24.
- VIII. To review, discuss and take action regarding traffic pre-emption.
- IX. To review, discuss and take action regarding leasing a vehicle to Emergency Ministries.
- X. To receive a report from Joiner Architects related to architectural and engineering services provided to the District and to review, discuss and take action on Station 21 renovation matters, payment applications and change orders.

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13**  
**Meeting Agenda June 25, 2018 continued**

- XI. To review, discuss and take action with respect to any pay applications requested by Axis Builders as approved by Joiner Architects.
- XII. To review, discuss and take action for Hurricane Harvey mitigation.
- XIII. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
- XIV. To consider payment to Cypress Creek VFD:
  - a. Monthly reimbursement.
  - b. Advancement for VFIS of Texas Policy renewal for 2018.
- XV. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.
- XVI. To review and approve coverage proposal and payment of annual premiums for District Insurance Policy Renewals June 8, 2018.
- XVII. To review and approve expense reimbursements and Trainings including the SAFE-D Annual Conference & webcasts, continuing college education credits and online training classes for Commissioners and Employees.
- XVIII. To pay District bills and consider approval of the List of Checks Issued which includes disbursements as approved separately; ACH withdrawals and transfers for payroll processing; TCDRS retirement plan; and operating expenses as well as any other checks that are presented at the meeting.
- XIX. To accept Harris County E.S.D. No. 13 Financial Statements of May 31, 2018 as presented.
- XX. To consider approval of the minutes from the meeting May 21, 2018.
- XXI. To review, discuss and take action to change Angela Hazlegrove's job title to Office Manager as of July 1, 2018.
- XXII. To review, update, and approve personnel matters and policies which may include, rates, benefits, hours, paid time off, sick pay, and holiday pay.
- XXIII. To review, discuss and take action on any District matters which need to be included on the July 2018 meeting agenda.
- XXIV. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.
- XXV. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- XXVI. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- XXVII. To take action considered as a result of executive session.